

Student Accommodation Handbook

TABLE OF CONTENTS

USING YOUR ACCOMMODATIONS- HERE'S WHAT YOU NEED TO KNOW	2
ACCOMMODATION LETTER	2
TEST ACCOMMODATIONS	2
Testing Accommodations Provided in Testing Services	3
Make Sure You Know the Hours of Operation for the Test Centre	3
Accessing a Private Room	3
Special Test Scheduling	3
Using a Reader or Scribe	3
Using Assistive Technology	3
Memory Aids	4
Sign Language Interpreters, Support People, and Emotional Support Animals (ESA's) in the Testing Environment	4
COURSE ACCOMMODATIONS	5
Extra Time for In-Class Assignments	5
Note Taking Support	5
Extensions	5
Alternative Arrangements to Meet In-Class Presentation and/or Participation	6
Occasional Absences/Late to Class	6
OVERALL PROGRAM ACCOMMODATIONS	6
Service Animals	6
Emotional Support Animals (ESA's)	6
Sign Language Interpreters, Intervenor, Computerized Note takers and Peer Assistants	6
Reduced Course Load	7
Tuition Cap	7
Field Trip Accommodation Planning	7
Placement Accommodation Planning	7
Classroom Support Worker	7
Attendant Care	7
Individualized Course Timetabling	7
Medical Response Plans	8
OTHER ACCOMMODATIONS	8

Appendix 1	9
Appendix 2	10

Student Accommodation Handbook

USING YOUR ACCOMMODATIONS- HERE'S WHAT YOU NEED TO KNOW

This handbook will provide you with an overview of the different types of accommodations available to students with disabilities supported by Accessible Learning Services (ALS). The accommodations available to you will depend on your specific needs and circumstances.

Accommodations are used for disability-related needs. Using them for purposes other than that is not appropriate.

Important note - In some circumstances, an accommodation may conflict with the essential learning outcomes of a course you are taking. If this occurs, your Accessibility Consultant will work with you and your professor(s) to determine whether alternative means of accommodation are possible.

ACCOMMODATION LETTER

You and your Accessibility Consultant have created an individualized accommodation letter that you have requested that ALS distribute through our secure web portal or you have chosen to give to your professors independently. Your accommodation letter lists the accommodations that will support you in the academic environment. The use of your accommodations is always voluntary and optional.

Please note your accommodations become active after you specifically request them from your instructor. Below you will find additional information about how to use the accommodations tailored for you.

TEST ACCOMMODATIONS

Notify your professor by email each time you want to use your test accommodations. This also provides you and your professor a record of your request in case there are any issues.

You need to advise your instructor of your intent to use accommodations 1 to 2 weeks in advance of your test. Please note that without advance notice to your instructor, you are expected to complete your test as designed for the course without accommodations.

Please include the following in your request email to your instructor:

- The date and time of your test
- Confirm which dates you will have access to write the test, e.g. does it need to be completed on a specific day or do you have several days to complete it?
- Confirm the accommodations listed on your accommodation letter that you will use during your test
- Confirm if the test needs to be completed in Testing Services or if it is completed using Blackboard or Courselink

Once your instructor confirms your request and confirms you will use Testing Services, please schedule your test using this link [Schedule Your Test | Testing Services \(humber.ca\)](https://humber.ca/testing-services). Please note that you must schedule your test within 36 hours (about 2 business days) of your test date.

Testing Accommodations Provided in Testing Services

These include, but are not limited to:

- Extra time for tests
- Use of a Reader/Scribe
- Supervised extra breaks
- Use of specific assistive technology
- Paper based examinations
- Use of headphones
- Ergonomic seating
- Use of a private room
- Computer assisted testing not available at home

Make Sure You Know the Hours of Operation for Testing Services

When using Testing Services, please confirm the hours of operation for your test day. If you have extra time as an accommodation, take this into account when calculating your time to arrive at Testing Services. This will ensure you have enough time to complete your test before Testing Services closes. Please note that Testing Services has varied hours throughout the year. You can find Testing Services hours of operation here [Find Your Test Centre | Testing Services \(humber.ca\)](#).

Accessing a Private Room

If private room access is one of your accommodations, these are assigned on a first come, first served basis. A Testing Services Assistant will provide you with a private room as soon as one is available. Please keep in mind that during busy testing periods such as midterms or finals, you may have to wait and/or be placed on a waitlist before you are able to start your test in a private room.

Special Test Scheduling

If your accommodations include special instructions about when your tests are to be scheduled (e.g., no early mornings, no evenings, or a rest day between exams), you will need to make appropriate arrangements with your professor(s). Speak to them well before the test to confirm the alternative time and/or date of your exam.

If you have a scheduling conflict in test times between courses, speak to the professor(s) involved to discuss the time you will write your test(s). If you need assistance, please contact your Accessibility Consultant.

Using a Reader or a Scribe

If you need to use a reader or a scribe, you must book these services in advance with Testing Services. You can book a reader or scribe online at [Testing Services – accommodated testing](#)

Using Assistive Technology

If you need to use assistive technology such as Read & Write, Dragon Naturally Speaking, Zoom Text or other software programs, Testing Services will make these resources available to you. Please note that you cannot use your own laptop or tablet in Testing Services.

If you use Dragon Naturally Speaking, you may choose to bring your voice profile on a USB drive to load onto the computer in Testing Services.

If you are using software that requires use of a headset, headphones or microphone, you may bring your own or borrow one from Testing Services. If you choose to bring your own, Bluetooth must be disabled.

If you use e-text and you're writing an open book test, you may bring your textbook on a USB drive.

Memory Aids

Memory aids are authorized only for students who have specific, documented cognitive deficits. If you have questions about your eligibility for memory aids, please discuss with your Accessibility Consultant.

Please work with your Accessibility Consultant to understand the proper criteria and format for using a memory aid. Refer to our [Memory Aid Toolkit](#) for more details on how to create your Memory Aid.

You must submit your Memory Aid to your professor at least seven days in advance of your test. Your professor will determine whether the content of your Memory Aid is appropriate.

Your professor will confirm your use of a memory aid as well as the permitted number of pages in their referral form to Testing Services. Your instructor will send Testing Services the approved memory aid. You will be provided with a copy of the approved memory aid when you arrive for your test.

Sign Language Interpreters, Support People, and Emotional Support Animals (ESA's) in the Testing Environment

Please be aware that if you use a sign language interpreter, the only circumstances under which they can support you during testing situations is in communicating with Testing Services staff. They cannot help you to complete your test by explaining test questions or prompting you with test answers.

Whether or not another type of support person can accompany you during a test will depend on the purpose of their role with you. The provision of prompts, explanations, or any other type of help that would compromise the integrity of the test is not permitted.

If the nature of your disability is such that you require the services of an emotional support animal, please confirm this with your accessibility consultant and with testing services in advance.

COURSE ACCOMMODATIONS

Extra Time for In-Class Assignments

If you require extra time for in-class assignments, discuss this with your professor(s) to make the appropriate arrangements. Where group work is involved, you may not be able to use extra time.

If the in-class work involves submission of work at the end of class, you may negotiate an alternate time to submit the work to your instructor.

Note Taking Support

If you require notetaking support, you must register with Note Taking Express. Your Accessibility Consultant will provide you with information about how to access this service.

Should you encounter any issues with Note Taking services, please email note.taking@humber.ca

Extensions

- If your accommodation letter indicates you can request “Infrequent extensions on individual/independent assignments/projects, without academic penalty”, please note this accommodation is to be used for disability-related reasons only.
- Make your request to your instructor(s) in advance of the deadline. If you are unable to do so, contact your Accessibility Consultant to discuss your circumstances.
- Your Accessibility Consultant will send you an assignment extension email template (see Appendix 1) which you can use to notify your professor. We recommend using the suggested wording in the template as it identifies the key information required by your professor.
- If you need to request an extension for more than one assignment and/or for more than 1 course, we recommend using the Extension Request Work Plan template (see Appendix 2). Your Accessibility Consultant will send you this template. The completed work plan and your email request are sent to your professors.
- Please do not submit any medical documentation to your professor(s). If you are asked to provide a doctor’s note or some other form of documentation verifying your need for an extension, contact your Accessibility Consultant to discuss how best to address such requests.
- Typically, an extension of a few days up to 1 week for an assignment is a reasonable accommodation.
- If further extensions are required, please contact your Accessibility Consultant to discuss.
- Depending on circumstances, late penalties may apply beyond the agreed upon extension date.

If you have any questions or concerns about an extension, please contact your Accessibility Consultant.

Alternative Arrangements to Meet In-Class Presentation and/or Participation

If your accommodations include alternatives to in-class presentations or participation, you will need to discuss possible alternatives with your professor. Depending on the nature of the assignment, you may be expected to participate in all aspects of the presentation research and preparation process but be exempt from the actual class presentation. In such circumstances, your professor may require you to complete supplementary work equivalent to the grade value of the presentation itself or present one-to-one in a private setting.

In some courses, presentations and group work are essential course requirements and alternative assignments may not be possible. If you need assistance to explore alternatives, or if you believe your professor has not considered your accommodation request, contact your Accessibility Consultant.

Occasional Absences/Late to Class

If you have an accommodation for occasionally being late to or absent from class for disability-related reasons, meet with your professors to determine the best way to contact them to inform them of an absence. If you are absent, contact your professors using the agreed upon method and discuss how potential missed class work, such as in-class assignments, quizzes or labs, can be made up.

Advance notice of your lateness or absence is preferable. If you are not able to give advance notice, it's still a good idea to contact your professor(s) acknowledging that you were late/absent from class.

Certain courses require consistent/mandatory attendance, such where your learning is hands-on or lab-based. Also, professional or regulatory bodies may require a certain number of in-class hours. In such circumstances, attendance and timeliness may be an essential course requirement. If you are encountering problems related to your attendance in a course where attendance is mandatory, contact your Accessibility Consultant.

Absences from tests/exams/presentations:

If you are absent for a test/exam/presentation, you may be asked to provide a medical note verifying your absence. If you are asked to provide a medical note, contact your Accessibility Consultant to discuss this. You are not required to share medical information with your professors so if it is determined that a medical note is warranted you will be asked to provide the note to your Accessibility Consultant. Your Accessibility Consultant will then inform your professor whether the note provides sufficient information to verify your absence.

Absences from Placement/Internship:

The considerations for absences from placement/internships will be different from the considerations for in-class courses. If you anticipate absences from your placement/internship, discuss this proactively with your Accessibility Consultant.

OVERALL PROGRAM ACCOMMODATIONS

Service Animals

If you require a service animal, your service animal must be permitted to accompany you unless there are legitimate health and safety issues that would preclude the presence of the animal. If you encounter problems related to the presence of your service animal, contact your Accessibility Consultant.

Emotional Support Animals (ESAs)

If you require an ESA, you will be required to register your animal with ALS with appropriate documentation to support access of your ESA to the various campus environments. Contact your Accessibility Consultant for further information.

Sign Language Interpreters, Intervenor, Computerized Note Takers and Peer Assistants

ALS assists students to arrange sign language interpreters, intervenors, computerized note takers and peer assistants to facilitate equitable access to the learning environment. You will need to work with ALS staff to provide information about your specific needs and class schedule. If you require access to a sign language interpreter, intervenor, computerized note taker or peer assistant, your professor(s) must allow their presence in class. If you encounter problems associated with the presence of such a support person in class, contact your Accessibility Consultant.

Reduced Course Load

A reduced course load may assist you in balancing your academic and disability-related needs so that you have a greater opportunity to focus, organize, prioritize and manage your courses.

If you plan to reduce your course load, you must drop courses before the last date to withdraw without academic penalty. Refer to the [Academic Calendar](#) for information on the set date to withdraw without academic penalty.

If you need to take a reduced course load, your Accessibility Consultant will work with you to determine what percentage of course load you are eligible to take. Students with permanent, documented disabilities taking a reduced course load may be eligible for the Tuition Cap program— please discuss this with your Accessibility Consultant.

If you are eligible for the Tuition Cap program, any financial breakdown information must be obtained through the Registrar's Office. Connect with them through MyHumber under the student self-serve tab and submit a Records & Registration E-form inquiry under 'Student Records'.

Tuition Cap

Eligibility for 40% or more of a full course load accommodation is based on documented permanent disability status. Students who are eligible to take a reduced course load at 40% or more of a full course load are also eligible for a cap on their tuition fees. Please discuss with your Accessibility Consultant if you may be eligible for the Tuition Cap program

Field Trip Accommodation Planning

If you require accommodations to attend a field trip (for example, accessible transportation), discuss this directly with your professor(s) in advance. If you need assistance with field trip accommodation planning, contact your Accessibility Consultant.

Placement Accommodation Planning

Click here to enter text. If you require accommodations for your placement/internship, discuss this directly with your Placement Coordinator, Field Placement Advisor, and Accessibility Consultant.

Your accommodations may require a lengthier consultative process between your faculty, placement advisors/Program Coordinator and the prospective employer. You are encouraged to start this discussion early so that you become aware of placement requirements.

Classroom Support Worker

Classroom Support Workers provide navigation assistance and help with manipulating and setting up equipment in the learning environment inclusive of classrooms, labs and other campus learning spaces.

Students requiring a classroom support worker should discuss with their Accessibility Consultant their need and eligibility.

Attendant Care

Students requiring personal attendant care are responsible for arranging these services themselves.

Using your attendant care services may require consideration of your course timetable. In such circumstances, discuss this with your Program Coordinator and Accessibility Consultant in advance of the start of classes each semester.

Individualized Course Timetabling

If you require specific consideration in your timetable to accommodate your disability-related needs, discuss this with your Program Coordinator and Accessibility Consultant in advance of the start of classes each semester.

Medical Response Plans

If you have a medical condition (e.g. seizure disorder, anaphylaxis, severe asthma) that may require emergency intervention, your Accessibility Consultant will work with you to develop a medical response plan. This plan informs your professor(s), with your consent, about your presentation in the event of medical distress and what to do when an emergency response is required. This information is provided to the Department of Public Safety, your faculty, and Associate Dean/Program Head.

OTHER ACCOMMODATIONS

If you have been approved to use other accommodations not noted in this document and you are not sure about how to use them, or you are encountering challenges with the implementation of the accommodation(s), please contact your Accessibility Consultant.

Appendix 1

How to Request a Disability-Related Extension

Dear Professor [INSERT NAME]

I am a student in your [INSERT COURSE CODE OR NAME], and I am registered with Accessible Learning Services. You have received a copy of my current Accommodation Letter.

“Infrequent extensions on individual/independent assignments/projects, without academic penalty” for disability-related reasons is listed as one of my approved academic accommodations.

I am requesting an extension on [INSERT NAME OF ASSIGNMENT], due on [INSERT ASSIGNMENT DUE DATE].

I propose to submit the assignment by [INSERT DATE THAT YOU WILL BE ABLE TO SUBMIT THE ASSIGNMENT].

I have reviewed the details for this assignment and will submit it as instructed through [indicate the assignment submission method your instructor has specified, e.g., Blackboard, CourseLink].

[OPTIONAL] I have copied my Accessibility Consultant if you have any questions or concerns.

Please acknowledge receipt of this request. I look forward to your reply.

Thank you in advance for your consideration.

Student Name

Student Number

Student Email

Appendix 2

EXTENSION REQUEST WORK PLAN

Name:

Student #:

Date:

[illegible]